



UNIVERSIDAD
DE GRANADA

OTM-R Policy of the University of Granada

***Open, Transparent and Merit-
based Recruitment of Researchers
(OTM-R) 2025-2028***



HR EXCELLENCE IN RESEARCH



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1. Introduction

In 2016, the University of Granada (UGR) obtained the seal of excellence. "HR Excellence in Research Award" in recognition of its ongoing commitment to implementing the guidelines of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. These key EU documents set out a series of guidelines for European universities and institutions to improve the recruitment process and working conditions of research staff, enhancing research careers in Europe.

The Governing Team of the UGR is committed to the involvement of the University at all levels to improve the hiring process and working conditions of our research staff. To this end, in 2015 a working group was created formed by the Vice Rectors' Offices for Research and Transfer, Internationalization, and Teaching and Research Staff, which was responsible for developing a Strategy and Action Plan for our University to comply with the requirements set out in the Charter and the Code.

In January 2025, the members of this working group have been updated so that the commitment and implementation of the aforementioned guidelines can continue.

Our HR Excellence in Research Strategy and Action Plan comprises 30 steps which, when completed, will contribute to the full adoption of the principles of the Charter and Code in line with the University's aspirations. We have every confidence that this ongoing process will be of great benefit to our entire research community.

The "HR Excellence in Research Award" not only supports our proposals to secure international funding and attract talented people to our University, but also strengthens our international profile and demonstrates our commitment to creating a favorable working environment for our students.

our research staff.

We are currently in the third phase of the three-phase process, in which we are carrying out a renewal to assess our compliance with the Euraxess Human Resources Strategy for Research (HRS4R). This assessment will allow us to produce an improved and updated version of our Strategy and Action Plan.

The process we are carrying out is also essential to comply with Article 32 of the Grant Agreements of Horizon Europe projects, which provides for the obligation to take measures for the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. In case of non-compliance, the measures foreseen in Article 6A of the Grant Agreement governing the eligibility of costs may be applied.

In this sense, we expect the maximum involvement and consensus of the university community in the process that is being carried out to adapt our conditions to the European guidelines.

In accordance with the "HR Excellence in Research Award" seal, the objective of this OTM-R Policy is to work in accordance with the fundamental principles of the Code of Conduct for the Recruitment of Researchers. Below, in chronological order, are the essential steps for the recruitment of research personnel at the University of Granada, from the offer and application phase, through the evaluation and selection phase, to the appointment of the candidates.

2. General considerations

The University of Granada is committed to fair and transparent recruitment and selection processes in accordance with the Code of Conduct for the Recruitment of Researchers. In addition, the merits of research staff should be measured not only by their number of publications, but also by a wider range of evaluation criteria, such as education and teaching, supervision, teamwork, knowledge transfer, international mobility experience and awareness activities.

The recruitment process of the University of Granada consists of three main stages: (i) the offer and applications stage, (ii) the evaluation and selection stage, and (iii) the resolution and publication stage. Each of these stages must be completed in accordance with the Statutes of the University of Granada ([Decree 231/2011, July 12](#)).

3. Bidding and application phase

The University of Granada is a public university. Consequently, all research positions offered, as well as the corresponding regulatory framework that determines their terms and conditions, are advertised through official and public channels. In accordance with national legislation, civil servant research staff positions are published in the Official State Gazette (BOE), while labor research staff positions are published in the Official Gazette of the Andalusian Regional Government (BOJA).

The contracts of the research and technical personnel assigned to Projects, Agreements, Research Transfer Contracts, Research Lines and other projects are published on the web page of the [Vice-rectorate for Research and Transfer](#) of the UGR.

In accordance with an open and transparent hiring policy, all offers of contracts for research and technical personnel assigned to Projects, Agreements, Research Transfer Contracts, Research Lines and other projects will be as concise and clear as possible. These job offers must include the following information:

- The Principal Investigator of the Project, Research Transfer Contract (art. 60 LOSU) or Agreement offering the position.
- Title of the position¹.
- Number of vacancies.
- Date of publication.
- Description of the role, functions and specific tasks to be performed by the candidate.
- Minimum requirements and competencies (including, if applicable, language requirements).
- Selection criteria (depending on the position, the criteria may be weighted differently in terms of professional experience, degrees academic, knowledge or skills)

¹Most of the short-term research contracts financed by groups or projects belong to the category "Contract or project personnel" and, therefore, carry that title.

specific²⁾.

- The scales must be clearly identified, including the possibility of conducting interviews as part of the selection process.
- Application procedure, rules, and deadline for submission of applications.
- Duration of the contract (and whether it is part-time or full-time, etc.).
- Evaluation Committee (names of the members of the committee).
- Type of contract and remuneration.
- In addition, candidates must indicate:
 - If there are justified jumps within your professional career.
 - If you belong to a disadvantaged group.
- The notices must mention:
 - Reference to the UGR OTM-R Policy and link to the document.
 - Mention to the UGR Equality Plan.
 - Time limits and procedures for claims and appeals.
 - Include a link to the labor rights of research personnel.
 - Professional development opportunities within the institution.
 - Express reference to the protection of personal data.
 - Contact information for inquiries

In order to ensure transparency and good practices in the offer phase, principal investigators (PIs) will have access to a standardized online template for the offer of positions. They will have to fill in the mandatory fields containing the above-mentioned job specifications and data, after which they will be able to proceed with the publication of the offer by sending the form through the UGR's electronic headquarters. In addition to serving as a tool to ensure quality control and transparency in this process, the template also minimizes the administrative burden to

²The selection process should follow the following weighting system: 60%= academic record; 40% = specific evaluation criteria. The specific evaluation criteria may vary depending on the position in question, but would normally include the research curriculum, knowledge, specific training, etc. (except in positions where the required degree is a doctorate).

IPs.

The University of Granada does not establish any specific requirements regarding the nationality or country of residence of applicants. However, in accordance with current legislation, the eligibility of non-EU citizens will be subject to Organic Law 4/2000, of January 11, on the rights and freedoms of foreigners in Spain and their social integration.

Application procedure

Electronic administration tools and processes are used in order to reduce the administrative burden on applicants. Applications must be submitted through the electronic headquarters of the UGR. Original academic documents and degrees will only be required during the appointment and only in cases where the applicant has objected to their consultation in the application. If there is no opposition in the application, the degree data will be consulted through the data intermediation platform of the General State Administration.

Acknowledgment of receipt and communication with applicants

Since the applicants had to provide an e-mail address, they will be sent a notification that their application has been received correctly and that they can consult the indicative calendar of the phases and deadlines of the corresponding call.

Once the application has been received and compliance with the minimum requirements has been verified, the University will publish a provisional list of candidates admitted to the selection process, as well as those who must correct errors in order for their application to be accepted (for example, if the information submitted is incomplete or inaccurate). Applicants in the latter situation will be informed of the reasons why their application has been excluded and will be given a period of time to make the appropriate modifications. Applicants may only be excluded from the process if they do not

meet these minimum requirements.

To ensure the transparency of the application and selection process, the final list of candidates admitted and excluded from the selection process will be published on the website of the Vice-Rector's Office for Research and Transfer, and the files of each candidate will be sent to the corresponding evaluation committees for assessment.

4. Evaluation and selection phase

Transparency, equality and merit

To ensure the hiring of the person with the most suitable profile for a given job, the selection process must be carried out in accordance with the constitutional principles of merit, capacity, transparency, openness, equal opportunity and non-discrimination. Specifically, candidates must be evaluated without discrimination based on gender, nationality, ethnic or social origin, disability, age, religion, sexual orientation, political opinions or socioeconomic status. Likewise, interruptions and variations in the research career (such as career breaks, sabbaticals, maternity or paternity leave, etc.) will not be penalized, since they are considered an essential part of the researcher's career and, therefore, represent a valuable contribution to his/her professional development in multidisciplinary contexts.

Depending on the position or professional category in question, the competitive process used to evaluate candidates will include either a merit-based competition phase or a competitive examination phase.

Evaluation commissions

The selection of candidates by the evaluation commissions is governed by different regulations depending on whether the position offered is for teaching and research staff or civil servants, or contracts for research and technical personnel assigned to projects or contracts, etc. Consequently, the size and composition of each committee usually varies according to the profile and type of contract or position offered. The members of the selection committee or evaluation committee will be published in an annex to the corresponding call for applications. The commission will be made up of at least three experts in the corresponding area who have a degree equal to or higher than the position advertised. The commissions of selection not will be entirely

appointed by the principal investigator of the project, but will include a neutral figure, e.g., human resources personnel to provide the secretariat and avoid bias in recruitment.

Specifically, to ensure objectivity, the committees usually include external persons for the following selection procedures:

The Commissions evaluating the applications for hiring must be made up of 3 persons with expertise in the corresponding area and with qualifications equal to or higher than those of the position advertised. In the case of scientific activities of article 23 bis of the Law of Science (permanent personnel), a member proposed by the union representatives must form part of the Commission. Persons contracted for the same project or contract may not form part of the commission.

The members of the committee must have the necessary experience, qualifications and skills to evaluate candidates effectively. In addition, they must act independently and disclose any conflicts of interest. Their decisions must be impartial and based on established facts and not on personal preferences. Each member of the Committee should confirm that he/she has read the Code of Good Research Practices, especially those sections relating to conflicts of interest. In addition, they must confirm that they have received training on how to avoid personal bias during the exercise of their vote.

Specifically, together with the final evaluation of the candidates, the commitment signed by the person responsible for the contract and the Declaration of Absence of Conflict of Interest (DACI) signed by each member of the Evaluation Committee will be requested.

Diversity and gender awareness are fundamental throughout the recruitment process. In particular, gender balance is sought when appointing members of the evaluation and selection committees.

Valuation of merits

The specific evaluation criteria to be applied are included in the corresponding call for applications. The applicant's academic record will be taken as the main criterion, except for positions requiring a PhD degree. Other criteria usually include the research curriculum, professional experience and specific training related to the position offered. All applications are screened for eligibility (see "Acknowledgement of Receipt" section).

Candidates may be assessed through interviews: those who make it to the provisional list of those admitted to the process_ may be summoned for an interview either remotely or in person. Whenever possible, the same evaluation committee will be involved in the whole process.

5. Resolution and publication phase

Depending on their professional category, the selected candidates will be published in different media (BOE, BOJA, web page of the Vice-rectorate for Research and Transfer). Those candidates who are not selected will receive feedback on the reasons that led to the rejection of their application.

In the case of short-term contracts, the final score of the evaluation and selection process will be published on the web page of the Vice-rectorate for Research and Transfer. The Vice-rectorate for Research and Transfer will communicate the total score of the candidates within a maximum period of three days from its receipt by the corresponding evaluation or selection committee.

The University of Granada offers all its personnel working conditions in accordance with national legislation, including full Social Security coverage, or coverage through the Mutualidad General de Funcionarios Civiles del Estado (MUFACE). It also provides research staff with the necessary technical resources for the development of their teaching and research activities. In addition, the UGR is fully committed to the principles established in the European Charter for Researchers, adopting measures to ensure that staff members have a good work-life balance, the corresponding vacations, and provisions in case of temporary disability.

Claim procedure

The University of Granada has a rigorous and transparent system of complaints for applicants who consider that they have been treated unfairly or inappropriately. Likewise, against the proposals of the evaluation commissions, which do not exhaust the administrative channels, an appeal may be lodged with the Rector of the University of Granada within one month, in accordance with the provisions of Law 39/2015 of October 1, of the Procedural

Common Administrative Procedure of the Public Administrations.

In addition, the University Ombudsman's Office of the University of Granada provides confidential, independent and impartial advice to all members of the university community, including on complaints procedures.

In addition to the University Ombudsman's Office, the University of Granada reinforces its commitment to integrity and transparency through a comprehensive institutional framework for the prevention, detection and response to possible irregularities or conflicts of interest. This framework is embodied in the UGR's Anti-Fraud Plan, which aims to strengthen good governance and exemplary university management, ensuring respect for the principles of good administration and the fight against fraud and corruption.

Likewise, the Anti-Fraud Plan integrates an Internal Information System designed to ensure the integrity of university activity and the public interest. This system facilitates the agile and effective communication of allegedly irregular or fraudulent conduct, or conduct contrary to the principles and values of the institution, guaranteeing the protection of informants. It includes a Code of Ethics, a Coexistence Commission, an Internal Information Channel and an Anti-Fraud Channel.

To prevent conflict of interest situations, the Anti-Fraud Plan implements the completion of Declarations of Absence of Conflict of Interest (DACI) by all personnel involved in key processes, ensuring impartiality in the management of funds and activities.

6. Other documentation of interest

- [Code of Ethics](#). The University of Granada, in its commitment to the public service of higher education, has developed the Code of Ethics of the UGR as a set of principles that should guide the conduct in the academic field of those who are part of the university community, and guide their ethical behavior towards other social actors, centers or entities that collaborate with the University in the development of its activities. This code has been prepared by the Ethics and Academic Integrity Committee.
- [Ethics and Academic Integrity Committee](#). Its purpose is to ensure the integrity, good practices and monitoring of the application of ethical criteria in all activities of the institution and will be coordinated by the head of the General Secretariat. The Committee projects its actions on teaching, learning, research, knowledge transfer, cultural extension and scientific dissemination, communication, publications, services, management and, in general, all the activities of the University of Granada.
- [Research Ethics Committees](#). The University of Granada, wishing to ensure compliance with current legislation on ethical principles to be respected in research and wishing to clarify the different assumptions and regulations for the general knowledge of its researchers, establishes a Research Ethics Committee to structure, report and monitor compliance with ethical standards for scientific research, in accordance with the legislation of the European Community, the Spanish State and the decrees of control and monitoring, competence of the Autonomous Community.
- [Internal Information System](#). The University of Granada has implemented an Internal Information System, in compliance with the provisions of Law 2/2023, of February 20, regulating the protection of persons who report regulatory violations and the fight against corruption. The IIS aims to ensure the integrity of the university activity and the public interest, enabling the agile and effective communication of conducts.

The Internal Information System (SII) is composed of: The internal information system (SII) is integrated by the following: The internal information system (SII) is integrated by: The internal information system (SII) is integrated by: The internal information system (SII) is integrated by The Internal Information System (SII) is integrated:

- Ethical Channel
 - Coexistence Channel
 - Internal Information Channel
 - Antifraud Channel
- [Anti-Fraud Plan and Anti-Fraud Commission](#), given that it responds, among other rules, to the recommendations set out in Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 16 June 2014 on "Fraud risk assessment and effective and proportionate measures against fraud (as amended at GC meeting of 29/04/2025).

7. Future actions

The University of Granada is aware of the importance of continuously updating and improving our selection procedures and our human resources strategy. Accordingly, over the next three years (2025-2028) the University will seek to implement the following measures:

- Organize workshops for Teaching and Research Staff (PDI) and Technical, Management and Administrative and Services Staff (PTGAS) on open, transparent and merit-based hiring practices. These training sessions will be aimed especially at research and administrative staff involved in hiring processes.
- To provide candidates with a clearer idea of the professional development opportunities and career opportunities available to them.
- Organize a training day at our University to inform personnel recruiters about the OTM-R policy.
- Monitor the gender balance in the selection committees in the medium and long term, implementing the appropriate measures where necessary.
- Monitor and improve, to the extent possible, the quality of information on recruitment procedures and employment conditions on our main websites.

Contact information:

For any question related to the OTM-R Policy of the University of Granada, please contact the International Projects Office (OFPI): [.ofpi@ugr.es](mailto:ofpi@ugr.es)